

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 01 – Academic Foundations: Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS01.01 - Complete required training, education, and certification to prepare for employment in a particular career field.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Identify training, education and certification requirements for occupational choice. RWC4.06.d</li> <li>02) Participate in career-related training and/or degree programs.</li> <li>03) Pass certification tests to qualify for licensure and/or certification in chosen occupational area.</li> </ul>	<b>Academic Content Knowledge Alignment:</b> RWC4.06.d-Reading, Writing and Communicating, Research and Reasoning, Collect, evaluate, and analyze information from multiple sources to answer a question, propose solutions or share findings and conclusions. - Use a variety of strategies (e.g., technical reading, search engines, direct observation, interview) to collect and organize relevant information.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 01 - Academic Foundations: Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS01.02 - Demonstrate language arts knowledge and skills required to pursue the full range of post-secondary education and career opportunities.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<p>01) Model behaviors that demonstrate active listening. RW1.5</p> <p>02) Adapt language for audience, purpose, situation. (i.e. diction/structure, style). RWC1.1.c</p> <p>03) Organize oral and written information. RWC1.1.a, RWC3.08.b</p> <p>04) Compose focused copy for a variety of written documents such as: agendas, audio-visu-als, bibliographies, drafts, forms/documents, notes, oral presentations, reports, and technical terminology. RWC3.01.d</p> <p>05) Edit copy to create focused written documents such as: agendas, audio-visu-als, bibliographies, drafts, forms/documents, notes, oral presentations, reports, and technical terminology. RWC3.01.f</p> <p>06) Comprehend key elements of oral and written information such as: cause/effect, comparisons/contrasts, conclusions, context, purpose, charts/tables/graphs, evaluation/critiques, mood, persuasive text, sequence, summaries, and technical subject matter. RWC4.03.a</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.1.a-Reading, Writing and Communicating, Oral Expression and Language Study, Prepare and deliver formal and informal oral presentations for a variety of purposes and audiences (exposition, persuasion, inspiration, entertainment, recognition of a special occasion.) - Identify a central idea or thesis, organize ideas, and develop a speech for an intended purpose and audience.</p> <p>RWC1.1.c-Reading, Writing and Communicating, Oral Expression and Language Study, Prepare and deliver formal and informal oral presentations for a variety of purposes and audiences (exposition, persuasion, inspiration, entertainment, recognition of a special occasion.) - Use grammar and vocabulary appropriate for situations, audience, topic and purpose.</p> <p>RWC1.2.b-Reading, Writing and Communicating, Oral Expression and Language Study, Design, implement, and lead collaborative groups to accomplish a goal. - Give formal talks for various purposes using appropriate level of formality and rhetorical devices.</p> <p>RWC1.3.a-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver planned oral presentations using verbal and</p>

<p>07) Evaluate oral and written information for: accuracy, adequacy/sufficiency, appropriateness, clarity, conclusions/solutions, fact/opinion, propaganda, relevancy, validity, and relationship of ideas. RWC4.05.a, RWC4.06.e</p> <p>08) Identify assumptions, purpose, outcomes/solutions, and propaganda techniques. RWC4.05.a, RWC2.11.b</p> <p>09) Predict potential outcomes and/or solutions based on oral and written information regarding trends. RWC2.05.a</p> <p>10) Present formal and informal speeches including: discussion, information requests, interpretation, and persuasive arguments. RWC1.1.a, 1.2.b, 1.3.a</p>	<p>nonverbal communication skills and critique the effectiveness. - Give informal talks using an appropriate level of formality of language and interaction with audience.</p> <p>RWC1.5-Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal.</p> <p>RWC2.05.a-Reading, Writing and Communicating, Reading for All purposes, Synthesize ideas from information and technical materials, complex narratives, and expository text selections to make inferences and draw conclusions. - Make inferences based on implicit and explicit information drawn from prior knowledge and text.</p> <p>RWC2.11.b-Reading, Writing and Communicating, Reading for All purposes, Analyze and evaluate the effectiveness of the author’s use of persuasive devices to influence an audience. - Identify the intended effects of persuasive strategies the author uses to influence readers’ perspectives.</p> <p>RWC3.01.d-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Write with clear focus, depth, accurate and relevant detail.</p> <p>RWC3.01.f-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Revise and critique work to improve style, word choice, and sentence variety, and to achieve intended purpose and effect.</p> <p>RWC3.08.b-Reading, Writing and Communicating, Writing and Composition, Use the writing process to write expository texts using appropriate methods of development. - Organize ideas for emphasis in a way that suits the purpose of the writer.</p> <p>RWC4.03.a-Reading, Writing and Communicating, Research and Reasoning, Apply critical thinking to complex situations and across multiple disciplines. - Analyze the purpose, question at issue, information, points of view, implications and consequences, inferences, assumptions and concepts inherent in thinking.</p> <p>RWC4.05.a-Reading, Writing and Communicating, Research and</p>
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	<p>Reasoning, Apply critical thinking to analyze and assess literature. - Analyze the purpose, question at issue, information, points of view, implications and consequences, inferences, assumptions and concepts inherent in thinking.</p> <p>RWC4.06.e-Reading, Writing and Communicating, Research and Reasoning, Collect, evaluate, and analyze information from multiple sources to answer a question, propose solutions or share findings and conclusions. - Evaluate quality, accuracy, and completeness of information and the credibility of the sources.</p>
	<p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 01 - Academic Foundations: Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS01.03 - Demonstrate mathematics knowledge and skills required to pursue the full range of post-secondary education and career opportunities.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<p>01) Identify whole numbers, decimals, and fractions. MAT1.01.a, MAT1.04.a</p> <p>02) Demonstrate knowledge of basic arithmetic operations such as: addition, subtraction, multiplication, and division. MAT1.02.a, MAT1.04.a</p> <p>03) Demonstrate the use of relational expressions such as: equal to, not equal, greater than, less than, etc. MAT1.04.c, MAT2.04.a</p> <p>04) Apply data and measurements to solve a problem. MAT2.04.b</p> <p>05) Analyze mathematical problem statements for missing and/or irrelevant data. MAT2.06.c</p> <p>06) Construct charts/tables/graphs from functions and data. MAT3.03.a.</p> <p>07) Analyze data when interpreting operational documents. MAT3.04.a</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>MAT1.01.a-Mathematics, Number Sense, Properties, and Operations, Analysis of the properties of the system of real numbers, including a comparison of the rational and real number systems. - Explain that between any two rational numbers there is a countable and infinite number of rational numbers and that between any two irrational numbers there is an uncountable and infinite number of irrational numbers.</p> <p>MAT1.02.a-Mathematics, Number Sense, Properties, and Operations, Use of number theory arguments to justify relationships involving whole numbers. - Develop and justify conjectures about relationships involving whole numbers.</p> <p>MAT1.04.a-Mathematics, Number Sense, Properties, and Operations, Application of computation and estimation. - Use appropriate computation methods that encompasses estimation, calculation, and degree of precision.</p> <p>MAT1.04.c-Mathematics, Number Sense, Properties, and Operations, Application of computation and estimation. - Explain the difference between the number expression <math>n/o</math>, where <math>n \neq 0</math> and</p>

	<p>o/o.</p> <p>MAT2.04.a-Mathematics, Patterns, Functions, and Algebraic Structures, Understand equivalent forms of expressions, equations, inequalities, and relations. - Perform and justify steps in generating equivalent expressions by identifying properties used.</p> <p>MAT2.04.b-Mathematics, Patterns, Functions, and Algebraic Structures, Understand equivalent forms of expressions, equations, inequalities, and relations. - Judge the meaning, utility, and reasonableness of the results of symbol manipulations, including those carried out by technology.</p> <p>MAT2.06.c-Mathematics, Patterns, Functions, and Algebraic Structures, Use of elementary functions (linear, quadratic, power, and exponential and their inverses) and their transformations to identify essential quantitative relationships in a situation and to model real world situations, using all available tools, including technology. - Analyze the reasonableness of a solution in its given context and compare the solution to appropriate graphical and numerical estimates.</p> <p>MAT3.03.a-Mathematics, Data Analysis, Statistics, and Probability, Selection of appropriate methods to collect, organize and analyze data (numerical and categorical, univariate and bivariate) using tables, graphical displays, and numerical summary statistics. - Identify and choose appropriate ways to summarize numerical or categorical data using tables, graphical displays, and numerical summary statistics.</p> <p>MAT3.04.a-Mathematics, Data Analysis, Statistics, and Probability, Interpretation of results of a study, including inferences and predictions. - Define and explain the meaning of significance (both practical and statistical).</p> <p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>
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<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b>		
ESS 02 – Communication: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b>		
ESS02.01 - Select and employ appropriate reading and communication strategies to learn and use technical concepts and vocabulary in practice.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
<ul style="list-style-type: none"> <li>01) Determine the most appropriate reading strategy for identifying the overarching purpose of a text (i.e. skimming, reading for detail, reading for meaning or critical analysis). RWC2.02.a</li> <li>02) Demonstrate use of content, technical concepts and vocabulary when analyzing information and following directions. RWC1.6.a</li> <li>03) Select the reading strategy or strategies needed to fully comprehend the content within a written document (i.e., skimming, reading for detail, reading for meaning or critical analysis). RWC2.02.a</li> <li>04) Interpret information, data, and observations to apply information learned from reading to actual practice. RWC2.02.c</li> <li>05) Transcribe information, data, and observations to apply information learned from reading to actual practice. RWC2.02.c, RWC3.01.c, d</li> <li>06) Communicate information, data, and observations to apply</li> </ul>	<b>Academic Content Knowledge Alignment:</b>  RWC1.6.a-Reading, Writing and Communicating, Oral Expression and Language Study, Use knowledge of semantics, word usage and structure and mechanics of grammar and text to support understanding of unfamiliar vocabulary and concepts. - Explain the use of words in context including connotations or denotations, shades of meanings of words/nuances, or idioms.  RWC1.7.b-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver and apply skills in preparing a planned formal and informal oral presentations to various audiences using appropriate communication skills. - Use verbal and nonverbal techniques to communicate information.  RWC2.02.a-Reading, Writing and Communicating, Reading for All purposes, Apply critical reading and metacognitive strategies to synthesize, analyze, interpret, and critique a variety of informational and texts. - Use flexible reading and note-taking strategies (outlining, mapping systems, skimming, scanning, key word search) to organize information and make connections within and across informational texts.	

<p>information learned from reading to actual practice. RWC2.02.c, RWC1.7.b</p>	<p>RWC2.02.c-Reading, Writing and Communicating, Reading for All purposes, Apply critical reading and metacognitive strategies to synthesize, analyze, interpret, and critique a variety of informational and texts. - Obtain and use information from text and text features (e.g., index, bold or italicized text, subheadings, graphics) to answer questions, perform specific tasks, or solve problems.</p> <p>RWC3.01.c-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Select and use formal, informal, literary, or technical language appropriate to audience and context.</p> <p>RWC3.01.d-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Write with clear focus, depth, accurate and relevant detail.</p>
	<p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 02 - Communication: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS02.02 - Demonstrate use of the concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication in the workplace.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Employ verbal skills when obtaining and conveying information. RWC1.7.b</li> <li>02) Record information needed to present a report on a given topic or problem. RWC2.02.a, RWC3.03.b</li> <li>03) Write internal and external business correspondence that conveys and/or obtains information effectively. RWC3.03.b, RWC3.03.d</li> <li>04) Communicate with other employees to clarify workplace objectives. RWC1.3.a, RWC1.1.c</li> <li>05) Communicate effectively with customers and employees to foster positive relationships. RWC1.1.c, RWC1.7.a, RWC1.2.c</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.1.c-Reading, Writing and Communicating, Oral Expression and Language Study, Prepare and deliver formal and informal oral presentations for a variety of purposes and audiences (exposition, persuasion, inspiration, entertainment, recognition of a special occasion.) - Use grammar and vocabulary appropriate for situations, audience, topic and purpose.</p> <p>RWC1.2.c-Reading, Writing and Communicating, Oral Expression and Language Study, Design, implement, and lead collaborative groups to accomplish a goal. - Analyze and critique the relationship among purpose, audience and content of the presentation.</p> <p>RWC1.3.a-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver planned oral presentations using verbal and nonverbal communication skills and critique the effectiveness. - Give informal talks using an appropriate level of formality of language and interaction with audience.</p> <p>RWC1.7.a-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver and apply skills in preparing a planned formal and informal oral presentations to various audiences using</p>

	<p>appropriate communication skills. - Give formal and informal talks to various audiences and for various purposes using appropriate level of formality and rhetorical devices.</p> <p>RWC1.7.b-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver and apply skills in preparing a planned formal and informal oral presentations to various audiences using appropriate communication skills. - Use verbal and nonverbal techniques to communicate information.</p> <p>RWC2.02.a-Reading, Writing and Communicating, Reading for All purposes, Apply critical reading and metacognitive strategies to synthesize, analyze, interpret, and critique a variety of informational and texts. - Use flexible reading and note-taking strategies (outlining, mapping systems, skimming, scanning, key word search) to organize information and make connections within and across informational texts.</p> <p>RWC3.03.b-Reading, Writing and Communicating, Writing and Composition, Manipulate the elements and structures of informational text to create persuasive, academic, and technical writing. - Select appropriate and relevant information (excluding extraneous details) to set context</p> <p>RWC3.03.d-Reading, Writing and Communicating, Writing and Composition, Manipulate the elements and structures of informational text to create persuasive, academic, and technical writing. - Select language appropriate to context (e.g., technical, formal)</p> <p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>
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<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b> ESS 02 - Communication: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b> ESS02.03 - Locate, organize and reference written information from various sources to communicate with co-workers and clients/participants.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
<p>01) Locate written information used to communicate with co-workers and customers. RWC4.06.c</p> <p>02) Organize information to use in written and oral communications. RWC4.02.d, RWC4.02.e, RWC1.1.a</p> <p>03) Reference the sources of information. RWC4.02.c</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.1.a-Reading, Writing and Communicating, Oral Expression and Language Study, Prepare and deliver formal and informal oral presentations for a variety of purposes and audiences (exposition, persuasion, inspiration, entertainment, recognition of a special occasion.) - Identify a central idea or thesis, organize ideas, and develop a speech for an intended purpose and audience.</p> <p>RWC4.02.c-Reading, Writing and Communicating, Research and Reasoning, Analyze and develop a logical argument that distinguishes facts, opinions, evidence and inferences. - Document sources of quotations, paraphrases, and other information, using a style sheet, such as that of the Modern Language Association (MLA) or the American Psychological Association (APA).</p> <p>RWC4.02.d-Reading, Writing and Communicating, Research and Reasoning, Analyze and develop a logical argument that distinguishes facts, opinions, evidence and inferences. - If the presentation is or oral a visual product: Prepare notes and visuals for clarity of content and effect, grammatically correct use of language, spelling, and mechanics.</p> <p>RWC4.02.e-Reading, Writing and Communicating, Research and</p>	

	<p>Reasoning, Analyze and develop a logical argument that distinguishes facts, opinions, evidence and inferences. - If the presentation is written: Edit writing for clarity of content and effect grammatically correct use of language, spelling, and mechanics.</p> <p>RWC4.o6.c-Reading, Writing and Communicating, Research and Reasoning, Collect, evaluate, and analyze information from multiple sources to answer a question, propose solutions or share findings and conclusions. - Identify and evaluate potential sources of information</p>
	<p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>

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<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b> ESS 02 - Communication: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b> ESS02.04 - Evaluate and use information resources to accomplish specific occupational tasks.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
<p>01) Use informational texts, Internet web sites, and/or technical materials to review and apply information sources for occupational tasks. RWC4.06.d</p> <p>02) Evaluate the reliability of information from informational texts, Internet Web sites, and/or technical materials and resources. RWC4.06.e, RWC4.08.a</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC4.06.d-Reading, Writing and Communicating, Research and Reasoning, Collect, evaluate, and analyze information from multiple sources to answer a question, propose solutions or share findings and conclusions. - Use a variety of strategies (e.g., technical reading, search engines, direct observation, interview) to collect and organize relevant information.</p> <p>RWC4.06.e-Reading, Writing and Communicating, Research and Reasoning, Collect, evaluate, and analyze information from multiple sources to answer a question, propose solutions or share findings and conclusions. - Evaluate quality, accuracy, and completeness of information and the credibility of the sources.</p> <p>RWC4.08.a-Reading, Writing and Communicating, Research and Reasoning, Evaluate informational materials, including electronic sources, for effectiveness. - Judge the usefulness of information based on relevance to purpose, source, objectivity, copyright date, cultural and world perspective (e.g., editorials), and support the decision.</p>	

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<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 02 - Communication: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS02.05 - Use correct grammar, punctuation and terminology to write and edit documents.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<p>01) Compose multi-paragraph documents clearly, succinctly, and accurately. RWC3.01.b, RWC3.01.d</p> <p>02) Use descriptions of audience and purpose when preparing and editing written documents. RWC3.01.a</p> <p>03) Use correct grammar, spelling, punctuation, and capitalization when preparing written documents. RWC3.10.a</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC3.01.a-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Establish and maintain a text structure appropriate to audience and purpose.</p> <p>RWC3.01.b-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Organize ideas consistent with text structure (e.g., chronology, proposition-support, critique, inductive-deductive) in well-developed paragraphs.</p> <p>RWC3.01.d-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Write with clear focus, depth, accurate and relevant detail.</p> <p>RWC3.10.a-Reading, Writing and Communicating, Writing and Composition, Revise and refine writing for clarity and standard language conventions, grammar, and punctuation. - Appropriately</p>

	correct flawed text for grammar and punctuation.
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<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 02 - Communication: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS02.06 - Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Prepare oral presentations to provide information for specific purposes and audiences. RWC1.7.b, RWC4.09.a</li> <li>02) Identify support materials that will enhance an oral presentation. RWC1.1.b, RWC4.09.a</li> <li>03) Prepare support materials that will enhance an oral presentation. RWC1.1.b, RWC4.09.a, RWC3.04.d</li> <li>04) Deliver an oral presentation that sustains listeners' attention and interest. RWC1.3.a, RWC4.09.a</li> <li>05) Align presentation strategies to the intended audience. RWC1.7.g</li> <li>06) Implement multi-media strategies for presentations. RWC1.7.b, RWC3.04.d, RWC2.06.b, RWC4.09.a</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.1.b-Reading, Writing and Communicating, Oral Expression and Language Study, Prepare and deliver formal and informal oral presentations for a variety of purposes and audiences (exposition, persuasion, inspiration, entertainment, recognition of a special occasion.) - Use examples, illustrations, graphics, quotations, analogies, facts and statistics to focus and support the content of a presentation.</p> <p>RWC1.3.a-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver planned oral presentations using verbal and nonverbal communication skills and critique the effectiveness. - Give informal talks using an appropriate level of formality of language and interaction with audience.</p> <p>RWC1.7.b-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver and apply skills in preparing a planned formal and informal oral presentations to various audiences using appropriate communication skills. - Use verbal and nonverbal techniques to communicate information.</p> <p>RWC1.7.g-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver and apply skills in preparing a planned formal</p>

	<p>and informal oral presentations to various audiences using appropriate communication skills. - Select appropriate technical or specialized language to help the audience understand content of the presentation.</p> <p>RWC2.06.b-Reading, Writing and Communicating, Reading for All purposes, Apply understanding of complex organizational text structures and features to reading comprehension. - Use the features of electronic information to communicate, gain information, or research a topic.</p> <p>RWC3.04.d-Reading, Writing and Communicating, Writing and Composition, Self-edit work for grammar, usage, and mechanics appropriate to audience, purpose, and context. - Use basic software tools and programs to organize and present supporting visual information (e.g., graphics, charts, photo images) so that is clearly understood by the reader.</p> <p>RWC4.09.a-Reading, Writing and Communicating, Research and Reasoning, Synthesize information from a variety of sources. - Integrate information from different sources to research and complete a project.</p> <p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>
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<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b> ESS 02 - Communication: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b> ESS02.07 - Interpret verbal and nonverbal cues/behaviors to enhance communication with co-workers and clients/participants.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
01) Interpret verbal behaviors when communicating with clients and co-workers. RWC1.7.b 02) Interpret nonverbal behaviors when communicating with clients and co-workers. RWC1.7.b	<b>Academic Content Knowledge Alignment:</b> RWC1.7.b-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver and apply skills in preparing a planned formal and informal oral presentations to various audiences using appropriate communication skills. - Use verbal and nonverbal techniques to communicate information.	
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>	

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>	
<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b> ESS 02 - Communication: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b> ESS02.08 - Apply active listening skills to obtain and clarify information.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
01) Interpret a given verbal message/information. RWC4.11.h, RWC4.11.i 02) Respond with restatement and clarification techniques to clarify information. RWC4.11.h, RWC4.11.i	<b>Academic Content Knowledge Alignment:</b>  RWC4.11.h-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Analyze and interpret information.  RWC4.11.i-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Make inferences after considering information.	
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>	

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 02 - Communication: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS02.09 - Develop and interpret tables, charts, and figures to support written and oral communications.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<p>01) Create tables, charts, and figures to support written and oral communications. RWC3.04.d, RWC3.03.b</p> <p>02) Interpret tables, charts, and figures used to support written and oral communication. RWC2.02.d</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC2.02.d-Reading, Writing and Communicating, Reading for All purposes, Apply critical reading and metacognitive strategies to synthesize, analyze, interpret, and critique a variety of informational and texts. - Explain or interpret the visual components supporting the text (e.g., maps, complex tables and diagrams, transitional devices, such as use of white space).</p> <p>RWC3.03.b-Reading, Writing and Communicating, Writing and Composition, Manipulate the elements and structures of informational text to create persuasive, academic, and technical writing. - Select appropriate and relevant information (excluding extraneous details) to set context</p> <p>RWC3.04.d-Reading, Writing and Communicating, Writing and Composition, Self-edit work for grammar, usage, and mechanics appropriate to audience, purpose, and context. - Use basic software tools and programs to organize and present supporting visual information (e.g., graphics, charts, photo images) so that is clearly understood by the reader.</p>

	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>
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<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 02 - Communication: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS02.10 - Listen to and speak with diverse individuals to enhance communication skills.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) Apply factors and strategies for communicating with a diverse workforce. RWC1.5.a 02) Demonstrate ability to communicate and resolve conflicts within a diverse workforce. RWC1.5.b	<b>Academic Content Knowledge Alignment:</b>  RWC1.5.a-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Make an effort to include all group members in discussions, activities and presentations.  RWC1.5.b-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Analyze differences in group perspectives to help bring the group to consensus or to solve a perceived problem.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 02 - Communication: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS02.11 - Exhibit public relations skills to increase internal and external customer/client satisfaction.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) Communicate effectively when developing positive customer/client relationships. RWC1.1.c, RWC1.7.a, RWC1.2a	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.1.c-Reading, Writing and Communicating, Oral Expression and Language Study, Prepare and deliver formal and informal oral presentations for a variety of purposes and audiences (exposition, persuasion, inspiration, entertainment, recognition of a special occasion.) - Use grammar and vocabulary appropriate for situations, audience, topic and purpose.</p> <p>RWC1.2.a-Reading, Writing and Communicating, Oral Expression and Language Study, Design, implement, and lead collaborative groups to accomplish a goal. - Choose specific words for intended effect on particular audiences.</p> <p>RWC1.7.a-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver and apply skills in preparing a planned formal and informal oral presentations to various audiences using appropriate communication skills. - Give formal and informal talks to various audiences and for various purposes using appropriate level of formality and rhetorical devices.</p>

	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>
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<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>	
<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b>		
ESS 03 – Problem Solving and Critical Thinking: Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b>		
ESS03.01 - Employ critical thinking skills independently and in teams to solve problems and make decisions (e.g., analyze, synthesize and evaluate).		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
<ul style="list-style-type: none"> <li>01) Identify common tasks that require employees to use problem-solving skills. RWC4.11.a</li> <li>02) Analyze elements of a problem to develop creative solutions. RWC4.11.e, RWC4.11.h</li> <li>03) Describe the value of using problem-solving and critical thinking skills to improve a situation or process. RWC4.11.c</li> <li>04) Create ideas, proposals, and solutions to problems. RWC4.11.j</li> <li>05) Evaluate ideas, proposals, and solutions to problems. RWC4.11.j</li> <li>06) Use structured problem-solving methods when developing proposals and solutions. RWC4.11.a</li> <li>07) Generate new and creative ideas to solve problems by brainstorming possible solutions. RWC4.11.j</li> <li>08) Critically analyze information to determine value to the problem-solving task. RWC4.11.h</li> <li>09) Guide individuals through the process of recognizing concerns and making informed decisions. RWC4.11.b</li> <li>10) Identify alternatives using a variety of problem-solving and</li> </ul>	<b>Academic Content Knowledge Alignment:</b>  RWC4.11.a-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Analyze the purpose, question at issue, information, points of view, implications and consequences, inferences, assumptions and concepts inherent in thinking.  RWC4.11.b-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Assess strengths and weaknesses of their thinking and thinking of others by using criteria including: relevance, clarity, accuracy, fairness, significance, depth, breadth, logic and precision.  RWC4.11.c-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Articulate goal and purpose.  RWC4.11.e-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Identify the type of problem at hand.	

<p>critical thinking skills. RWC4.11.j</p> <p>11) Evaluate alternatives using a variety of problem-solving and critical thinking skills. RWC4.11.j</p>	<p>RWC4.11.h-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Analyze and interpret information.</p> <p>RWC4.11.j-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Identify and evaluate options for advantages and disadvantages.</p>
	<p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 03 - Problem Solving and Critical Thinking: Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS03.02 - Employ critical thinking and interpersonal skills to resolve conflicts with staff and/or customers.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Analyze situations and behaviors that affect conflict management. RWC4.11.h</li> <li>02) Determine best options/outcomes for conflict resolution using critical thinking skills. RWC4.11.k</li> <li>03) Identify with others' feelings, needs, and concerns. RWC1.5.b</li> <li>04) Implement stress management techniques.</li> <li>05) Resolve conflicts with/for customers using conflict resolution skills. RWC4.11.a</li> <li>06) Implement conflict resolution skills to address staff issues/problems. RWC1.5.b</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b> RWC1.5.b-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Analyze differences in group perspectives to help bring the group to consensus or to solve a perceived problem.</p> <p>RWC4.11.a-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Analyze the purpose, question at issue, information, points of view, implications and consequences, inferences, assumptions and concepts inherent in thinking.</p> <p>RWC4.11.h-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Analyze and interpret information.</p> <p>RWC4.11.k-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine appropriate forms of action.</p>

	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>
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<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b>	
ESS 03 - Problem Solving and Critical Thinking: Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b>	
ESS03.03 - Identify, write and monitor workplace performance goals to guide progress in assigned areas of responsibility and accountability.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<p>01) Write realistic performance goals, objectives and action plans. RWC4.11.k, RWC3.01.d</p> <p>02) Monitor performance goals and adjust as necessary. RWC4.11.l, RWC4.11.m</p> <p>03) Recognize goal achievement using appropriate rewards in the workplace. RWC1.5.e</p> <p>04) Communicate goal achievement with managers and co-workers. RWC1.5.f</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.5.e-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Self – evaluate roles in the preparation and completion of the group goal.</p> <p>RWC1.5.f-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Critique and offer suggestions for improving the presentations and effectiveness of own group and other presentations.</p> <p>RWC3.01.d-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Write with clear focus, depth, accurate and relevant detail.</p> <p>RWC4.11.k-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine appropriate forms of action.</p>

	<p>RWC4.11.l-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Monitor the implications of actions.</p> <p>RWC4.11.m-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Be prepared to revise strategy if situation requires it.</p>
	<p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 03 - Problem Solving and Critical Thinking: Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS03.04 - Conduct technical research to gather information necessary for decision-making.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<p>01) Align the information gathered to the needs of the audience. RWC4.11.g, RWC3.03.c</p> <p>02) Gather technical information and data using a variety of resources. RWC4.06.d</p> <p>03) Analyze information and data for value to the research objectives. RWC4.06.e, RWC4.10.a</p> <p>04) Evaluate information and data to determine value to research objectives. RWC4.06.e, RWC4.10.a</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC3.03.c-Reading, Writing and Communicating, Writing and Composition, Manipulate the elements and structures of informational text to create persuasive, academic, and technical writing. - Address audience needs and anticipate audience questions or misunderstandings.</p> <p>RWC4.06.d-Reading, Writing and Communicating, Research and Reasoning, Collect, evaluate, and analyze information from multiple sources to answer a question, propose solutions or share findings and conclusions. - Use a variety of strategies (e.g., technical reading, search engines, direct observation, interview) to collect and organize relevant information.</p> <p>RWC4.06.e-Reading, Writing and Communicating, Research and Reasoning, Collect, evaluate, and analyze information from multiple sources to answer a question, propose solutions</p> <p>RWC4.10.a-Reading, Writing and Communicating, Research and Reasoning, Analyze Web-based and other resource materials (including primary and secondary sources) for relevance in answering research questions. - Examine materials to determine appropriate primary and secondary sources to use for investigating a question, topic, or issue (e.g., encyclopedia and other reference materials, pamphlets, book excerpts, newspaper and magazine articles, letters to an editor, oral records,</p>

	research summaries, scientific and trade journals).  RWC4.11.g-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine the information needed to solve the problem.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 04 – Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS04.01 - Use Personal Information Management (PIM) applications to increase workplace efficiency.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) Manage personal schedules and contact information. RWC3.01.a 02) Create memos and notes. RWC3.01.c	<b>Academic Content Knowledge Alignment:</b>  RWC3.01.a-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Establish and maintain a text structure appropriate to audience and purpose.  RWC3.01.c-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Select and use formal, informal, literary, or technical language appropriate to audience and context.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 04 - Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS04.02 - Employ technological tools to expedite workflow.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) Use information technology tools to manage and perform work responsibilities. RWC3.04.c, RWC3.04.d	<b>Academic Content Knowledge Alignment:</b>  RWC3.04.c-Reading, Writing and Communicating, Writing and Composition, Self-edit work for grammar, usage, and mechanics appropriate to audience, purpose, and context. - Use word processing software tools (e.g., dictionary, thesaurus, spellchecker, grammar check) to edit work.  RWC3.04.d-Reading, Writing and Communicating, Writing and Composition, Self-edit work for grammar, usage, and mechanics appropriate to audience, purpose, and context. - Use basic software tools and programs to organize and present supporting visual information (e.g., graphics, charts, photo images) so that is clearly understood by the reader.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 04 - Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS04.03 - Operate electronic mail applications to communicate within a workplace.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) Use email to share files and documents. RWC2.06.b 02) Identify the functions and purpose of e-mail systems. 03) Use email to communicate within and across organizations. RWC2.06.b	<b>Academic Content Knowledge Alignment:</b>  RWC2.o6.b-Reading, Writing and Communicating, Reading for All purposes, Apply understanding of complex organizational text structures and features to reading comprehension. - Use the features of electronic information to communicate, gain information, or research a topic.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 04 - Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS04.04 - Operate Internet applications to perform workplace tasks.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) Access and navigate Internet (e.g., use a web browser). RWC2.06.b 02) Search for information and resources. RWC2.06.b 03) Evaluate Internet resources for reliability and validity. RWC4.08.a	<b>Academic Content Knowledge Alignment:</b>  RWC2.o6.b-Reading, Writing and Communicating, Reading for All purposes, Apply understanding of complex organizational text structures and features to reading comprehension. - Use the features of electronic information to communicate, gain information, or research a topic.  RWC4.o8.a-Reading, Writing and Communicating, Research and Reasoning, Evaluate informational materials, including electronic sources, for effectiveness. - Judge the usefulness of information based on relevance to purpose, source, objectivity, copyright date, cultural and world perspective (e.g., editorials), and support the decision.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 04 - Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS04.05 - Operate writing and publishing applications to prepare business communications.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<p>01) Prepare simple documents and other business communications. RWC3.01.a, RWC3.04.c</p> <p>02) Prepare reports and other business communications by integrating graphics and other non-text elements. RWC3.04.d</p> <p>03) Prepare complex multi-media publications. RWC3.04.d</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC3.01.a-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Establish and maintain a text structure appropriate to audience and purpose.</p> <p>RWC3.04.c-Reading, Writing and Communicating, Writing and Composition, Self-edit work for grammar, usage, and mechanics appropriate to audience, purpose, and context. - Use word processing software tools (e.g., dictionary, thesaurus, spellchecker, grammar check) to edit work.</p> <p>RWC3.04.d-Reading, Writing and Communicating, Writing and Composition, Self-edit work for grammar, usage, and mechanics appropriate to audience, purpose, and context. - Use basic software tools and programs to organize and present supporting visual information (e.g., graphics, charts, photo images) so that is clearly understood by the reader.</p>

	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>
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<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 04 - Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS04.06 - Operate presentation applications to prepare presentations.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<p>01) Prepare presentations for training, sales and information sharing. RWC1.7.a, RWC4.02.d</p> <p>02) Deliver presentations with supporting materials. RWC1.7.c</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.7.a-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver and apply skills in preparing a planned formal and informal oral presentations to various audiences using appropriate communication skills. - Give formal and informal talks to various audiences and for various purposes using appropriate level of formality and rhetorical devices.</p> <p>RWC1.7.c-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver and apply skills in preparing a planned formal and informal oral presentations to various audiences using appropriate communication skills. - Define a position and select evidence to support that position.</p> <p>RWC4.02.d-Reading, Writing and Communicating, Research and Reasoning, Analyze and develop a logical argument that distinguishes facts, opinions, evidence and inferences. - If the presentation is or oral a visual product: Prepare notes and visuals for clarity of content and effect, grammatically correct use of language, spelling, and mechanics.</p>

	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>
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<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 04 - Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS04.07 - Employ spreadsheet applications to organize and manipulate data.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<p>01) Create a spreadsheet. MAT3.03.a</p> <p>02) Perform calculations and analyses on data using a spreadsheet. MAT2.01.b, MAT2.06.a, MAT3.01.b, MAT3.02.a, MAT3.03.a</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>MAT2.01.b-Mathematics, Patterns, Functions, and Algebraic Structures, Representation of continuous relations and elementary functions (linear, quadratic, absolute value, power, and exponential functions and their inverses) and of discrete relations and elementary functions (arithmetic and geometric sequences) using tables, graphs, symbols, text, and geometric models. - Demonstrate the relationship between all representations of linear functions using point-slope, slope-intercept, and standard form of a line.</p> <p>MAT2.06.a-Mathematics, Patterns, Functions, and Algebraic Structures, Use of elementary functions (linear, quadratic, power, and exponential and their inverses) and their transformations to identify essential quantitative relationships in a situation and to model real world situations, using all available tools, including technology. - Represent and solve problems in various contexts using linear and quadratic functions.</p> <p>MAT3.01.b-Mathematics, Data Analysis, Statistics, and Probability, Design of censuses, surveys, observational and experimental studies to answer statistical questions and understand the types of inferences can legitimately be drawn from each. - Determine appropriate data collection methods to answer a research question.</p>

	<p>MAT3.02.a-Mathematics, Data Analysis, Statistics, and Probability, Evaluation of the quality of observational studies, surveys, and experimental studies. - Identify the characteristics of a well designed and well-conducted survey.</p> <p>MAT3.03.a-Mathematics, Data Analysis, Statistics, and Probability, Selection of appropriate methods to collect, organize and analyze data (numerical and categorical, univariate and bivariate) using tables, graphical displays, and numerical summary statistics. - Identify and choose appropriate ways to summarize numerical or categorical data using tables, graphical displays, and numerical summary statistics.</p> <p>MAT3.03.c-Mathematics, Data Analysis, Statistics, and Probability, Selection of appropriate methods to collect, organize and analyze data (numerical and categorical, univariate and bivariate) using tables, graphical displays, and numerical summary statistics. - Recognize association between two categorical variables.</p>
	<p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 04 - Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS04.08 - Employ database applications to manage data.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Manipulate data elements. RWC2.06.b, RWC3.04.d</li> <li>02) Manage interrelated data elements. RWC2.06.b, RWC3.04.d</li> <li>03) Analyze interrelated data elements. RWC2.06.b</li> <li>04) Generate reports showing interrelated data elements. RWC2.06.b, RWC3.04.d</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC2.06.b-Reading, Writing and Communicating, Reading for All purposes, Apply understanding of complex organizational text structures and features to reading comprehension. - Use the features of electronic information to communicate, gain information, or research a topic.</p> <p>RWC3.04.d-Reading, Writing and Communicating, Writing and Composition, Self-edit work for grammar, usage, and mechanics appropriate to audience, purpose, and context. - Use basic software tools and programs to organize and present supporting visual information (e.g., graphics, charts, photo images) so that is clearly understood by the reader.</p>
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>	
<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b>		
ESS 04 - Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b>		
ESS04.09 - Employ collaborative/groupware applications to facilitate group work.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
01) Facilitate group work through management of shared schedule and contact information. RWC2.06.b 02) Facilitate group work through management of shared files and online information. RWC2.06.b 03) Facilitate group work through instant messaging or virtual meetings. RWC2.06.b	<b>Academic Content Knowledge Alignment:</b>	
	RWC2.06.b-Reading, Writing and Communicating, Reading for All purposes, Apply understanding of complex organizational text structures and features to reading comprehension. - Use the features of electronic information to communicate, gain information, or research a topic.	
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>	

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 04 - Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS04.10 - Employ computer operations applications to manage work tasks.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) Manage computer operations. RWC4.06.d 02) Manage file storage. RWC4.06.d 03) Compress or alter files. RWC4.06.d	<b>Academic Content Knowledge Alignment:</b>  RWC4.06.d-Reading, Writing and Communicating, Research and Reasoning, Collect, evaluate, and analyze information from multiple sources to answer a question, propose solutions or share findings and conclusions. - Use a variety of strategies (e.g., technical reading, search engines, direct observation, interview) to collect and organize relevant information.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 04 - Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS04.11 - Use computer-based equipment (containing embedded computers or processors) to control devices.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Operate computer-driven equipment and machines.</li> <li>02) Use installation and operation manuals. RWC2.02.a</li> <li>03) Troubleshoot computer driven equipment and machines. RWC2.02.c, RWC4.11.h</li> <li>04) Access support as needed to maintain operation of computer driven equipment and machines. RWC2.02.c</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC2.02.a-Reading, Writing and Communicating, Reading for All purposes, Apply critical reading and metacognitive strategies to synthesize, analyze, interpret, and critique a variety of informational and texts. - Use flexible reading and note-taking strategies (outlining, mapping systems, skimming, scanning, key word search) to organize information and make connections within and across informational texts.</p> <p>RWC2.02.c-Reading, Writing and Communicating, Reading for All purposes, Apply critical reading and metacognitive strategies to synthesize, analyze, interpret, and critique a variety of informational and texts. - Obtain and use information from text and text features (e.g., index, bold or italicized text, subheadings, graphics) to answer questions, perform specific tasks, or solve problems.</p> <p>RWC4.11.h-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Analyze and interpret information.</p>

	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>
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<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b>	
ESS 05 – Systems: Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b>	
ESS05.01 - Describe the nature and types of business organizations to build an understanding of the scope of organizations.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) List the types and functions of businesses. RWC3.01.c 02) Describe the types and functions of businesses. RWC3.01.d 03) Explain the functions and interactions of common departments within a business. RWC3.08.b	<b>Academic Content Knowledge Alignment:</b>  RWC3.01.c-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Select and use formal, informal, literary, or technical language appropriate to audience and context.  RWC3.01.d-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Write with clear focus, depth, accurate and relevant detail.  RWC3.08.b-Reading, Writing and Communicating, Writing and Composition, Use the writing process to write expository texts using appropriate methods of development. - Organize ideas for emphasis in a way that suits the purpose of the writer.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>	
<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b>		
<p>ESS 05 - Systems: Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.</p>		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b>		
<p>ESS05.02 - Implement quality control systems and practices to ensure quality products and services.</p>		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
<p>01) Describe quality control standards and practices common to the workplace. RWC3.08.b</p>	<b>Academic Content Knowledge Alignment:</b>	
	<p>RWC3.08.b-Reading, Writing and Communicating, Writing and Composition, Use the writing process to write expository texts using appropriate methods of development. - Organize ideas for emphasis in a way that suits the purpose of the writer.</p>	
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>	

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b>	
ESS 06 – Safety, Health & Environmental: Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b>	
ESS06.01 - Implement personal and jobsite safety rules and regulations to maintain safe and healthful working conditions and environments.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Assess workplace conditions with regard to safety and health. RWC4.11.e</li> <li>02) Align safety issues with appropriate safety standards to ensure a safe workplace/jobsite. RWC4.11.g</li> <li>03) Identify safety hazards common to workplaces. RWC4.11.e</li> <li>04) Identify safety precautions to maintain a safe worksite. RWC4.11.g</li> <li>05) Select appropriate personal protective equipment as needed for a safe workplace/jobsite. RWC4.11.k</li> <li>06) Inspect personal protective equipment commonly used for selected career pathway.</li> <li>07) Use personal protective equipment according to manufacturer rules and regulations. RWC2.02.c</li> <li>08) Employ a safety hierarchy and communication system within the workplace/jobsite. RWC4.03.a</li> <li>09) Implement safety precautions to maintain a safe worksite. RWC4.11.k</li> </ul>	<b>Academic Content Knowledge Alignment:</b>  RWC2.02.c-Reading, Writing and Communicating, Reading for All purposes, Apply critical reading and metacognitive strategies to synthesize, analyze, interpret, and critique a variety of informational and texts. - Obtain and use information from text and text features (e.g., index, bold or italicized text, subheadings, graphics) to answer questions, perform specific tasks, or solve problems.  RWC4.11.e-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Identify the type of problem at hand.  RWC4.11.g-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine the information needed to solve the problem.  RWC4.11.k-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine appropriate forms of action.

	<p>RWC4.03.a-Reading, Writing and Communicating, Research and Reasoning, Apply critical thinking to complex situations and across multiple disciplines. - Analyze the purpose, question at issue, information, points of view, implications and consequences, inferences, assumptions and concepts inherent in thinking.</p>
	<p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>	
<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b>		
ESS 06 - Safety, Health & Environmental: Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b>		
ESS06.02 - Complete work tasks in accordance with employee rights and responsibilities and employers obligations to maintain workplace safety and health.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
01) Identify rules and laws designed to promote safety and health in the workplace. RWC3.03.b 02) State the rationale of rules and laws designed to promote safety and health. RWC4.03.a	<b>Academic Content Knowledge Alignment:</b>	
	RWC3.03.b-Reading, Writing and Communicating, Writing and Composition, Manipulate the elements and structures of informational text to create persuasive, academic, and technical writing. - Select appropriate and relevant information (excluding extraneous details) to set context  RWC4.03.a-Reading, Writing and Communicating, Research and Reasoning, Apply critical thinking to complex situations and across multiple disciplines. - Analyze the purpose, question at issue, information, points of view, implications and consequences, inferences, assumptions and concepts inherent in thinking.	
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>	

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b>	
ESS 06 - Safety, Health & Environmental: Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b>	
ESS06.03 - Employ emergency procedures as necessary to provide aid in workplace accidents.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) Use knowledge of First Aid procedures as necessary. RWC4.11.k 02) Use knowledge of CPR procedures as necessary. RWC4.11.k 03) Use safety equipment as necessary. RWC2.02.c	<b>Academic Content Knowledge Alignment:</b>
	RWC2.02.c-Reading, Writing and Communicating, Reading for All purposes, Apply critical reading and metacognitive strategies to synthesize, analyze, interpret, and critique a variety of informational and texts. - Obtain and use information from text and text features (e.g., index, bold or italicized text, subheadings, graphics) to answer questions, perform specific tasks, or solve problems.  RWC4.11.k-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine appropriate forms of action.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>	
<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b>		
ESS 06 - Safety, Health & Environmental: Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b>		
ESS06.04 - Employ knowledge of response techniques to create a disaster and/or emergency response plan.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
01) Complete an assessment of an emergency and/or disaster situation. RWC4.11.e 02) Create an emergency and/or disaster plan. RWC4.11.k	<b>Academic Content Knowledge Alignment:</b>	
	RWC4.11.e-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Identify the type of problem at hand.  RWC4.11.k-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine appropriate forms of action.	
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>	

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b>	
ESS 07 – Leadership & Teamwork: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b>	
ESS07.01 - Employ leadership skills to accomplish organizational goals and objectives.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<p>01) Analyze the various roles of leaders within organizations (e.g. contribute ideas; share in building an organization; act as role models to employees by adhering to company policies, procedures, and standards; promote the organization’s vision; and mentor others). RWC1.5.e</p> <p>02) Exhibit traits such as empowerment, risk, communication, focusing on results, decision-making, problem solution, and investment in individuals when leading a group in solving a problem. RWC1.5.d</p> <p>03) Exhibit traits such as compassion, service, listening, coaching, developing others, team development, and understanding and appreciating others when acting as a manager of others in the workplace. RWC1.2.e</p> <p>04) Exhibit traits such as enthusiasm, creativity, conviction, mission, courage, concept, focus, principle-centered living, and change when interacting with others in general.</p> <p>05) Consider issues related to self, team, community, diversity, environment, and global awareness when leading others. RWC1.5.b</p> <p>06) Exhibit traits such as innovation, intuition, adaptation, life-long learning and coachability to develop leadership</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.2.e-Reading, Writing and Communicating, Oral Expression and Language Study, Design, implement, and lead collaborative groups to accomplish a goal. - Including all group members in discussions, activities, and presentations.</p> <p>RWC1.5.b-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Analyze differences in group perspectives to help bring the group to consensus or to solve a perceived problem.</p> <p>RWC1.5.c-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Participate in the preparations of the group activity or product, defining and assuming individual roles and responsibilities.</p> <p>RWC1.5.d-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Assume a leadership role in a group collaboratively working to accomplish a goal.</p>

<p>potential over time. RWC1.5.b</p> <p>07) Analyze leadership in relation to trust, positive attitude, integrity, and willingness to accept key responsibilities in a work situation. RWC1.5.e</p> <p>08) Describe observations of outstanding leaders using effective management styles. RWC4.11.h</p> <p>09) Participate in civic and community leadership and teamwork opportunities to enhance skills. RWC1.5.c</p>	<p>RWC1.5.e-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Self – evaluate roles in the preparation and completion of the group goal.</p> <p>RWC4.11.h-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Analyze and interpret information.</p> <hr/> <p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>
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<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 07 - Leadership & Teamwork: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS07.02 - Employ leadership skills to accomplish organizational goals and objectives.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Implement organizational skills when facilitating others' work efforts. RWC1.5.c</li> <li>02) Explain how to manage a staff that satisfies work demands while adhering to budget constraints. RWC4.11.a, RWC4.03.a</li> <li>03) Describe how staff growth and development increase productivity and employee satisfaction.</li> <li>04) Organize team involvement within a group environment. RWC1.5.d</li> <li>05) Work with others to develop and gain commitment to team goals. RWC1.5.c</li> <li>06) Distribute responsibility and work load fairly. RWC1.5.c</li> <li>07) Model leadership and teamwork qualities to aid in employee morale.</li> <li>08) Identify best practices for successful team functioning. RWC1.5.b, RWC1.5.a</li> <li>09) Explain best practices for successful team functioning. RWC1.5.b, RWC1.5.a</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.5.a-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Make an effort to include all group members in discussions, activities and presentations.</p> <p>RWC1.5.b-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Analyze differences in group perspectives to help bring the group to consensus or to solve a perceived problem.</p> <p>RWC1.5.c-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Participate in the preparations of the group activity or product, defining and assuming individual roles and responsibilities.</p> <p>RWC1.5.d-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Assume a leadership role in a group collaboratively working to accomplish a goal.</p>

	<p>RWC4.11.a-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Analyze the purpose, question at issue, information, points of view, implications and consequences, inferences, assumptions and concepts inherent in thinking.</p> <p>RWC4.03.a-Reading, Writing and Communicating, Research and Reasoning, Apply critical thinking to complex situations and across multiple disciplines. - Analyze the purpose, question at issue, information, points of view, implications and consequences, inferences, assumptions and concepts inherent in thinking.</p>
	<p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 07 - Leadership & Teamwork: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS07.03 - Employ teamwork skills to achieve collective goals and use team members' talents effectively.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Work with others to achieve objectives in a timely manner. RWC1.5.c</li> <li>02) Promote the full involvement and use of team members' individual talents and skills. RWC1.5.a</li> <li>03) Employ conflict management skills to facilitate solutions. RWC4.11.e</li> <li>04) Demonstrate teamwork skills though working cooperatively with co-workers, supervisory staff, and others, both in and out of the organization, to achieve particular tasks. RWC1.5.c</li> <li>05) Demonstrate teamwork processes that provide team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution. RWC1.5.b</li> <li>06) Develop plans to improve team performance. RWC1.5.f</li> <li>07) Demonstrate commitment to and a positive attitude toward team goals. RWC1.5.c</li> <li>08) Take responsibility for shared group and individual work tasks. RWC1.5.e</li> <li>09) Assist team members in completing their work. RWC1.5.c</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.5.a-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Make an effort to include all group members in discussions, activities and presentations.</p> <p>RWC1.5.b-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Analyze differences in group perspectives to help bring the group to consensus or to solve a perceived problem.</p> <p>RWC1.5.c-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Participate in the preparations of the group activity or product, defining and assuming individual roles and responsibilities.</p> <p>RWC1.5.e-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Self – evaluate roles in the preparation and completion of the group goal.</p>

<p>10) Adapt effectively to changes in projects and work activities. RWC4.11.m</p> <p>11) Negotiate effectively to arrive at decisions. RWC4.11.b</p>	<p>RWC1.5.f-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Critique and offer suggestions for improving the presentations and effectiveness of own group and other presentations.</p> <p>RWC4.11.b-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Assess strengths and weaknesses of their thinking and thinking of others by using criteria including: relevance, clarity, accuracy, fairness, significance, depth, breadth, logic and precision.</p> <p>RWC4.11.m-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Be prepared to revise strategy if situation requires it.</p> <p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>
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<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 07 - Leadership & Teamwork: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS07.04 - Establish and maintain effective working relationships with all levels of personnel and other departments in order to accomplish objectives and tasks.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Build effective working relationships using interpersonal skills. RWC1.2.e</li> <li>02) Use positive interpersonal skills to work cooperatively with co-workers representing different cultures, genders and backgrounds. RWC1.5.b</li> <li>03) Manage personal skills to accomplish assignments.</li> <li>04) Treat people with respect.</li> <li>05) Provide constructive praise and criticism. RWC1.7.b</li> <li>06) Demonstrate sensitivity to and value for diversity.</li> <li>07) Manage stress and control emotions.</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.2.e-Reading, Writing and Communicating, Oral Expression and Language Study, Design, implement, and lead collaborative groups to accomplish a goal. - Including all group members in discussions, activities, and presentations.</p> <p>RWC1.5.b-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Analyze differences in group perspectives to help bring the group to consensus or to solve a perceived problem.</p> <p>RWC1.7.b-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver and apply skills in preparing a planned formal and informal oral presentations to various audiences using appropriate communication skills. - Use verbal and nonverbal techniques to communicate information.</p>

	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>
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<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 07 - Leadership & Teamwork: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS07.05 - Conduct and participate in meetings to accomplish work tasks.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Develop meeting goals, objectives and agenda. RWC1.2.d</li> <li>02) Assign responsibilities for preparing materials and leading discussions. RWC1.5.c</li> <li>03) Prepare materials for leading discussion. RWC1.2.d</li> <li>04) Assemble and distribute meeting materials. RWC1.5.c</li> <li>05) Conduct meeting to achieve objectives within scheduled time. RWC1.5.d</li> <li>06) Demonstrate effective communication skills in meetings. RWC1.7.a</li> <li>07) Produce meeting minutes including decisions and next steps. RWC3.01.a</li> <li>08) Use parliamentary procedure, as needed, to conduct meetings RWC1.7.a</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.2.d-Reading, Writing and Communicating, Oral Expression and Language Study, Design, implement, and lead collaborative groups to accomplish a goal. - Facilitate (or lead) a group by developing an agenda designed to accomplish a specified goal.</p> <p>RWC1.5.c-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Participate in the preparations of the group activity or product, defining and assuming individual roles and responsibilities.</p> <p>RWC1.5.d-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Assume a leadership role in a group collaboratively working to accomplish a goal.</p> <p>RWC1.7.a-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver and apply skills in preparing a planned formal and informal oral presentations to various audiences using appropriate communication skills. - Give formal and informal talks to various audiences and for various purposes using appropriate level</p>

	<p>of formality and rhetorical devices.</p> <p>RWC3.01.a-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Establish and maintain a text structure appropriate to audience and purpose.</p>
	<p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 07 - Leadership & Teamwork: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS07.06 - Employ mentoring skills to inspire and teach others.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) Use motivational techniques to enhance performance in others. RWC1.5.f 02) Provide guidance to enhance performance in others. RWC1.5.a	<b>Academic Content Knowledge Alignment:</b>  RWC1.5.a-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Make an effort to include all group members in discussions, activities and presentations.  RWC1.5.f-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Critique and offer suggestions for improving the presentations and effectiveness of own group and other presentations.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>	
<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b>		
ESS 08 – Ethics & Legal Responsibilities: Know and understand the importance of professional ethics and legal responsibilities.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b>		
ESS08.01 - Apply ethical reasoning to a variety of workplace situations in order to make ethical decisions.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
<ul style="list-style-type: none"> <li>01) Evaluate alternative responses to workplace situations based on legal responsibilities and employer policies. RWC4.11.j</li> <li>02) Evaluate alternative responses to workplace situations based on personal or professional ethical responsibilities. RWC4.11.j</li> <li>03) Identify personal and long-term workplace consequences of unethical or illegal behaviors. RWC4.11.j</li> <li>04) Explain personal and long-term workplace consequences of unethical or illegal behaviors. RWC4.11.j</li> <li>05) Determine the most appropriate response to workplace situations based on legal and ethical considerations. RWC4.11.k</li> <li>06) Explain the most appropriate response to workplace situations based on legal and ethical considerations. RWC4.11.k</li> </ul>	<b>Academic Content Knowledge Alignment:</b>  RWC4.11.j-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Identify and evaluate options for advantages and disadvantages.  RWC4.11.k-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine appropriate forms of action.	

	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>
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<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>	
<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b> ESS 08 - Ethics & Legal Responsibilities: Know and understand the importance of professional ethics and legal responsibilities.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b> ESS08.02 - Interpret and explain written organizational policies and procedures to help employees perform their jobs according to employer rules and expectations.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
01) Locate information on organizational policies in handbooks and manuals. RWC2.02.c 02) Discuss how specific organizational policies and procedures influence a specific work situation. RWC2.02.c, RWC1.1.b	<b>Academic Content Knowledge Alignment:</b>  RWC1.1.b-Reading, Writing and Communicating, Oral Expression and Language Study, Prepare and deliver formal and informal oral presentations for a variety of purposes and audiences (exposition, persuasion, inspiration, entertainment, recognition of a special occasion.) - Use examples, illustrations, graphics, quotations, analogies, facts and statistics to focus and support the content of a presentation.  RWC2.02.c-Reading, Writing and Communicating, Reading for All purposes, Apply critical reading and metacognitive strategies to synthesize, analyze, interpret, and critique a variety of informational and texts. - Obtain and use information from text and text features (e.g., index, bold or italicized text, subheadings, graphics) to answer questions, perform specific tasks, or solve problems.	
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>	

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b>	
ESS 09 – Employability & Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b>	
ESS09.01 - Identify and demonstrate positive work behaviors and personal qualities needed to be employable.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Demonstrate self-discipline, self-worth, positive attitude, and integrity in a work situation. RWC4.11.b</li> <li>02) Demonstrate flexibility and willingness to learn new knowledge and skills. RWC4.11.m</li> <li>03) Exhibit commitment to the organization. RWC1.5.e</li> <li>04) Identify how work varies with regard to site, from indoor confined spaces to outdoor areas, including aerial space and a variety of climatic and physical conditions.</li> <li>05) Apply communication strategies when adapting to a culturally diverse environment. RWC1.1.c</li> <li>06) Manage resources in relation to the position (i.e. budget, supplies, computer, etc). MAT2.05.c, MAT3.03.a</li> <li>07) Identify positive work qualities typically desired in each of the career clusters' pathways.</li> <li>08) Manage work roles and responsibilities to balance them with other life roles and responsibilities. RWC4.11.j</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>MAT2.05.c-Mathematics, Patterns, Functions, and Algebraic Structures, Solutions to equations, inequalities and systems of equations using all available tools, including technology. - Rewrite literal equations in terms of an unknown variable.</p> <p>MAT3.03.a-Mathematics, Data Analysis, Statistics, and Probability, Selection of appropriate methods to collect, organize and analyze data (numerical and categorical, univariate and bivariate) using tables, graphical displays, and numerical summary statistics. - Identify and choose appropriate ways to summarize numerical or categorical data using tables, graphical displays, and numerical summary statistics.</p> <p>RWC1.1.c-Reading, Writing and Communicating, Oral Expression and Language Study, Prepare and deliver formal and informal oral presentations for a variety of purposes and audiences (exposition, persuasion, inspiration, entertainment, recognition of a special occasion.) - Use grammar and vocabulary appropriate for situations, audience, topic and purpose.</p> <p>RWC1.5.e-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Self – evaluate roles in the</p>

	<p>preparation and completion of the group goal.</p> <p>RWC4.11.b-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Assess strengths and weaknesses of their thinking and thinking of others by using criteria including: relevance, clarity, accuracy, fairness, significance, depth, breadth, logic and precision.</p> <p>RWC4.11.j-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Identify and evaluate options for advantages and disadvantages.</p> <p>RWC4.11.m-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Be prepared to revise strategy if situation requires it.</p>
	<p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>	
<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b> ESS 09 - Employability & Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b> ESS09.02 - Develop a personal career plan to meet career goals and objectives.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
01) Develop career goals and objectives as part of a plan for future career direction. RWC4.11.c 02) Develop strategies to reach career objectives. RWC4.11.k	<b>Academic Content Knowledge Alignment:</b>  RWC4.11.c-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Articulate goal and purpose.  RWC4.11.k-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine appropriate forms of action.	
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>	

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 09 - Employability & Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS09.03 - Demonstrate skills related to seeking and applying for employment to find and obtain a desired job.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Use multiple resources to locate job opportunities. RWC4.04.c</li> <li>02) Prepare a résumé. RWC3.01.a</li> <li>03) Prepare a letter of application. RWC3.01.a</li> <li>04) Complete an employment application. RWC3.04.a</li> <li>05) Interview for employment. RWC1.3.b</li> <li>06) List the standards and qualifications that must be met in order to enter a given industry. RWC3.01.a</li> <li>07) Employ critical thinking and decision-making skills to exhibit qualifications to a potential employer. RWC4.03.a</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.3.b-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver planned oral presentations using verbal and nonverbal communication skills and critique the effectiveness. - Deliver formal presentations for intended purpose and audience, using clear enunciation and appropriate organization, gesture, tone, and vocabulary.</p> <p>RWC3.01.a-Reading, Writing and Communicating, Writing and Composition, Use a recursive writing process for planning, developing and revising text for a variety of academic, workplace, and literary purposes and audiences. - Establish and maintain a text structure appropriate to audience and purpose.</p> <p>RWC3.04.a-Reading, Writing and Communicating, Writing and Composition, Self-edit work for grammar, usage, and mechanics appropriate to audience, purpose, and context. - Apply the conventions of English when writing and editing.</p> <p>RWC4.03.a-Reading, Writing and Communicating, Research and Reasoning, Apply critical thinking to complex situations and across multiple disciplines. - Analyze the purpose, question at issue, information, points of view, implications and consequences, inferences, assumptions</p>

	<p>and concepts inherent in thinking.</p> <p>RWC4.04.c-Reading, Writing and Communicating, Research and Reasoning, Understand how the analysis of thinking, assessment of thinking, and intellectual character are integrated to form a complete reasoning process. - Understand how to develop a plan and collect information.</p>
	<p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 09 - Employability & Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS09.04 - Maintain a career portfolio to document knowledge, skills and experience in a career field.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<p>01) Select educational and work history highlights to include in a career portfolio. RWC4.06.c, RWC3.03.b</p> <p>02) Produce a record of work experiences, licenses, certifications and products. RWC4.06.d</p> <p>03) Organize electronic or physical portfolio for use in demonstrating knowledge, skills and experiences. RWC4.06.d</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC3.03.b-Reading, Writing and Communicating, Writing and Composition, Manipulate the elements and structures of informational text to create persuasive, academic, and technical writing. - Select appropriate and relevant information (excluding extraneous details) to set context</p> <p>RWC4.06.c-Reading, Writing and Communicating, Research and Reasoning, Collect, evaluate, and analyze information from multiple sources to answer a question, propose solutions or share findings and conclusions. - Identify and evaluate potential sources of information</p> <p>RWC4.06.d-Reading, Writing and Communicating, Research and Reasoning, Collect, evaluate, and analyze information from multiple sources to answer a question, propose solutions or share findings and conclusions. - Use a variety of strategies (e.g., technical reading, search engines, direct observation, interview) to collect and organize relevant information.</p>
	<p><b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b></p>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 09 - Employability & Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS09.05 - Demonstrate skills in evaluating and comparing employment opportunities in order to accept employment positions that match career goals.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) Compare employment opportunities to individual needs and career plan objectives. RWC4.11.j 02) Evaluate employment opportunities based upon individual needs and career plan objectives. RWC4.11.j 03) Demonstrate appropriate methods for accepting or rejecting employment offers. RWC4.11.k	<b>Academic Content Knowledge Alignment:</b>  RWC4.11.j-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Identify and evaluate options for advantages and disadvantages.  RWC4.11.k-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine appropriate forms of action.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b>	
ESS 09 - Employability & Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b>	
ESS09.06 - Identify and exhibit traits for retaining employment to maintain employment once secured.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Model behaviors that demonstrate reliability and dependability. RWC4.11.c</li> <li>02) Maintain appropriate dress and behavior for the job to contribute to a safe and effective workplace/jobsite. RWC4.11.l</li> <li>03) Complete required employment forms and documentation such as I-9 form, work visa, W-4 and licensures to meet employment requirements. RWC3.06.b</li> <li>04) Summarize key activities necessary to retain a job in the industry. RWC4.11.c</li> <li>05) Identify positive work behaviors and personal qualities necessary to retain employment. RWC4.11.c</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC3.06.b-Reading, Writing and Communicating, Writing and Composition, Independently produces writing that demonstrates correct use of mechanics and conventions of writing. - Use the conventions of English when writing and editing.</p> <p>RWC4.11.c-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Articulate goal and purpose.</p> <p>RWC4.11.l-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Monitor the implications of actions.</p>
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>	
<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b>		
ESS 09 - Employability & Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b>		
ESS09.07 - Identify and explore career opportunities in one or more career pathways to build an understanding of the opportunities available in the cluster.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
01) Locate and identify career opportunities that appeal to personal career goals. RWC4.01.b 02) Match personal interest and aptitudes to selected careers. RWC4.11.j	<b>Academic Content Knowledge Alignment:</b>	
	RWC4.01.b-Reading, Writing and Communicating, Research and Reasoning, Conduct self-designed research that gathers and analyzes information from a variety of sources to answer a question, propose solutions or share findings and conclusions. - Identify and evaluate potential sources of information.  RWC4.11.j-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Identify and evaluate options for advantages and disadvantages.	
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>	

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 09 - Employability & Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS09.08 - Recognize and act upon requirements for career advancement to plan for continuing education and training.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<ul style="list-style-type: none"> <li>01) Identify opportunities for career advancement. RWC4.11.j</li> <li>02) Pursue education and training opportunities to acquire skills necessary for career advancement. RWC4.11.k</li> <li>03) Examine the organization and structure of various segments of the industry to prepare for career advancement. RWC4.09.a</li> <li>04) Research local and regional labor (workforce) market and job growth information to project potential for advancement. RWC4.11.h</li> <li>05) Manage employment relations to make career advancements. RWC4.11.l</li> </ul>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC4.11.h-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Analyze and interpret information.</p> <p>RWC4.11.j-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Identify and evaluate options for advantages and disadvantages.</p> <p>RWC4.11.k-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine appropriate forms of action.</p> <p>RWC4.11.l-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Monitor the implications of actions.</p> <p>RWC4.09.a-Reading, Writing and Communicating, Research and Reasoning, Synthesize information from a variety of sources. - Integrate information from different sources to research and complete</p>

	a project.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b>	
ESS 09 - Employability & Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b>	
ESS09.09 - Continue professional development to keep current on relevant trends and information within the industry.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
<p>01) Use self assessment, organizational priorities, journals, Internet sites, professional associations, peers and other resources to develop goals that address training, education and self-improvement issues. RWC4.01.b</p> <p>02) Read trade magazines and journals, manufacturers' catalogues, industry publications and Internet sites to keep current on industry trends. RWC2.02.a</p> <p>03) Participate in relevant conferences, workshops, mentoring activities and in-service training to stay current with recent changes in the field. RWC1.5.c, RWC4.03.a</p>	<p><b>Academic Content Knowledge Alignment:</b></p> <p>RWC1.5.c-Reading, Writing and Communicating, Oral Expression and Language Study, Listen actively and contribute effectively in small and large groups to collaboratively accomplish a goal. - Participate in the preparations of the group activity or product, defining and assuming individual roles and responsibilities.</p> <p>RWC2.02.a-Reading, Writing and Communicating, Reading for All purposes, Apply critical reading and metacognitive strategies to synthesize, analyze, interpret, and critique a variety of informational and texts. - Use flexible reading and note-taking strategies (outlining, mapping systems, skimming, scanning, key word search) to organize information and make connections within and across informational texts.</p> <p>RWC4.01.b-Reading, Writing and Communicating, Research and Reasoning, Conduct self-designed research that gathers and analyzes information from a variety of sources to answer a question, propose solutions or share findings and conclusions. - Identify and evaluate potential sources of information.</p> <p>RWC4.03.a-Reading, Writing and Communicating, Research and Reasoning, Apply critical thinking to complex situations and across multiple disciplines. - Analyze the purpose, question at issue, information,</p>

	points of view, implications and consequences, inferences, assumptions and concepts inherent in thinking.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>	
<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b>		
ESS 09 - Employability & Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b>		
ESS09.10 - Examine licensing, certification and credentialing requirements at the national, state and local levels to maintain compliance with industry requirements.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
01) Examine continuing education requirements related to licensing, certification, and credentialing requirements at the local, state and national levels for chosen occupation. RWC4.11.h 02) Examine the procedures and paperwork involved in maintaining and updating licensure, certification and credentials for chosen occupation. RWC4.11.h 03) Align ongoing licensing, certification and credentialing requirements to career plans and goals. RWC4.11.k	<b>Academic Content Knowledge Alignment:</b>	
	RWC4.11.h-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Analyze and interpret information.  RWC4.11.k-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine appropriate forms of action.	
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>	

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>	
<b>Pathway(s):</b>	<b>All</b>	
<b>Prepared Completer Competencies:</b>		
ESS 09 - Employability & Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.		
<b>High School Expectations</b>		
<b>Concepts and skills students know include:</b>		
ESS09.11 - Examine employment opportunities in entrepreneurship to consider entrepreneurship as an option for career planning.		
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>	
01) Describe the opportunities for entrepreneurship in a given industry. RWC4.03.a	<b>Academic Content Knowledge Alignment:</b>	
	RWC4.03.a-Reading, Writing and Communicating, Research and Reasoning, Apply critical thinking to complex situations and across multiple disciplines. - Analyze the purpose, question at issue, information, points of view, implications and consequences, inferences, assumptions and concepts inherent in thinking.	
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>	

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b>	
ESS 10 – Technical Skills: Use of technical knowledge and skills required to pursue careers in all career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b>	
ESS10.01 - Employ information management techniques and strategies in the workplace to assist in decision-making.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) Use information literacy skills when accessing, evaluating and disseminating information. RWC4.01.d 02) Describe the nature and scope of information management. RWC3.03.d 03) Maintain records to facilitate ongoing business operations. RWC4.06.d	<b>Academic Content Knowledge Alignment:</b>  RWC3.3.d-Reading, Writing and Communicating, Writing and Composition, Manipulate the elements and structures of informational text to create persuasive, academic, and technical writing. - Select language appropriate to context (e.g., technical, formal)  RWC4.01.d-Reading, Writing and Communicating, Research and Reasoning, Conduct self-designed research that gathers and analyzes information from a variety of sources to answer a question, propose solutions or share findings and conclusions. - Evaluate quality, accuracy, and completeness of information and the credibility of the sources.  RWC4.06.d-Reading, Writing and Communicating, Research and Reasoning, Collect, evaluate, and analyze information from multiple sources to answer a question, propose solutions or share findings and conclusions. - Use a variety of strategies (e.g., technical reading, search engines, direct observation, interview) to collect and organize relevant information.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

<b>Career Cluster/Cluster Grouping:</b>	<b>Essential Skills for All Clusters</b>
<b>Pathway(s):</b>	<b>All</b>
<b>Prepared Completer Competencies:</b> ESS 10 - Technical Skills: Use of technical knowledge and skills required to pursue careers in all career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.	
<b>High School Expectations</b>	
<b>Concepts and skills students know include:</b> ESS10.02 - Employ planning and time management skills and tools to enhance results and complete work tasks.	
<b>Evidence Outcomes - Students can:</b>	<b>21<sup>st</sup> Century Skills and Readiness Competencies</b>
01) Develop goals and objectives. RWC4.11.c 02) Prioritize tasks to be completed. RWC4.11.k 03) Develop timelines using time management knowledge and skills. RWC4.11.k 04) Use project-management skills to improve workflow and minimize costs. RWC4.11.l, RWC4.11.m	<b>Academic Content Knowledge Alignment:</b>  RWC4.11.c-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Articulate goal and purpose.  RWC4.11.k-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Determine appropriate forms of action.  RWC4.11.l-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Monitor the implications of actions.  RWC4.11.m-Reading, Writing and Communicating, Research and Reasoning, Use quality reasoning and effective problem solving strategies. - Be prepared to revise strategy if situation requires it.
	<b>Learning &amp; Behavioral Skills (Inquiry, Application in Society &amp; Technology &amp; Nature of...):</b>

